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Security Information *Records*

Chief, Administrative Staff/LO
Records Management Officer/LO
Records Management Program

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Date: <i>10-16-78</i>	By: <i>35</i>

1. The overall responsibilities of Records Management Officers have been established by the Agency and are as indicated in Attachment "A".

2. The following steps in a Records Management Program for the Logistics Office are outlined as the basic functions to be undertaken immediately, with a view to accomplishing the overall objectives:

a. Vital Material Program

Establish a definite schedule of Vital Material documents through the medium of a Logistics Office Notice requesting each Division and Staff Chief to designate in advance certain material which will automatically become a matter of vital record. By establishing such a schedule, it will be possible to have a Vital Material copy of necessary documents prepared at the time of origin, and thus eliminate a great deal of microfilming, which is costly and is considered to be less readily available for reference in case of real emergency. In addition to an established list of Vital Material, it will be necessary to constantly screen office records for particular documents important to the Vital Material Program.

b. Records Surveys

Make physical surveys of all Logistics Office records. Such surveys to cover: location, type of records and general description, method of filing, dates, type of filing equipment used, space occupied, and other pertinent data. These surveys will of necessity be time consuming, particularly the original survey, but will constitute the basis of other phases of Records Management.

c. Disposal Schedules

The Logistics Office accepted an established Disposal Schedule, authorized by the National Archives and approved by Congress, the latter part of 1952. This schedule must be constantly reviewed and requests submitted to the Archives to include any additions to, or changes in our basic record classifications.

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d. Records Retirement

Following a records survey, set up an adequate follow-up system of retiring records in conformance with the authorized Disposal Schedule, which also specifies a retirement date. Records must also be maintained of all material sent to the Records Center.

e. Correspondence Procedure

Constantly review and revise as necessary the Logistics Office Correspondence Procedure. This Procedure to supplement any existing Agency Correspondence Manual as expedient to the needs of this Office.

f. Mail Control Procedure

In February 1953, following surveys of the mail logging and control in the Logistics Office by Organization and Methods Service and Records Management and Distribution Branch, GSO, the present mail control procedure was established. Although the present system appears adequate from an overall viewpoint, it is proposed to review this system, particularly within the Divisions, in order to recommend any changes inclined to eliminate duplication of effort or unnecessary processing of documents.

g. Filing Procedure

The Agency recommended standard filing procedure was installed in the Logistics Office shortly after 1 January 1953. There is need for review of this system throughout the Office in order to instill a better understanding of the methods and purpose of establishing an "Official File Copy" of each document, and to make any necessary minor revisions of the existing system to better serve the needs of our particular operations. It is proposed to initiate a system of cross-referencing filing with the Form 35-1, Mail and Routing Slip, and thought should be given to establishing a Central File Room, in conjunction with the Mail Room, when the space problem will permit the assignment of a central location.

h. Distribution of Agency and Logistics Office Issuances

Review the needs of all components of the Logistics Office for Agency Regulations and Notices, and Logistics Office Notices and Procedures, and furnish the Regulation Control Staff and the LO/Mail Room with current lists to facilitate the expeditious handling of such material.

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i. Top Secret Material

The present system of handling TS material was recently installed and appears adequate at the present time. It is, however, proposed to assist the Top Secret Control Officer in reviewing all TS documents in this Office, with a view to reclassifying or disposing of obsolete documents.

j. Cables

Ensure that adequate logging and filing is maintained for all cables received in the Logistics Office, and that our requirements submitted to the Cable Secretariat are up-to-date and sufficient to meet the operating needs of this Office.

k. Forms Management and Reports Management

These phases of the Agency Records Management Program appear to be in the planning stage, and until such time as the Agency decentralizes the control of forms, it is proposed to accumulate copies of all Logistics Office forms and samples of various reports with a view to future analysis and control.

3. Attachment "B" is a proposed Logistics Office Notice establishing an active Records Management Program and designating a Records Management Officer.

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APPROVED:

*/S/ MFB (on route ref)
 Acting Chief, Administrative Staff*

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